



JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



ARNOLD SCHWARZENEGGER
GOVERNOR

June 3, 2008

Dear Children's Residential Facility/Home Licensees:

Being a licensed care provider is a serious responsibility. The very health, safety and well being of those in your care depend on the quality of care provided by you and your staff and the condition of your home or facility. As a licensed provider you are required, at all times, to comply with laws and regulations aimed at protecting those in your care. Our job in the Community Care Licensing Division (CCLD) is to make sure that each licensee is meeting these requirements, an equally serious responsibility. Both licensees and CCLD are aiming for the same goal: protection of the vulnerable people being served in community care settings.

The CCLD representatives come to inspect your facility periodically, but you are there every day. It is critical that you routinely review your facility's operation to ensure that all licensing requirements are met. As part of CCLD's continued efforts to work with you to ensure compliance with licensing requirements, we have developed a checklist covering the most serious violations that come to our attention. These are violations that present immediate or substantial threats to the physical health, mental health or safety of those in your care.

We strongly suggest that you use the attached checklist when conducting your own facility inspections, assessing the people you care for, reviewing your records and training your staff. This will help you evaluate your compliance with those requirements that, when not met, result in the most serious threat to the health and safety of those in care. You may wish to add other items to the checklist to address areas that have been problematic for you in the past or to implement program standards that exceed licensing requirements.

The requirements on the checklist are those considered most serious. Of course, as a licensee you are required to be in compliance with all other applicable statutes and regulations. We would like to take the opportunity to remind you that all of the statutory and regulatory licensing requirements governing *Children's Residential Facilities* are available at www.cclcd.ca.gov.

The CCLD website also provides the following tools and resources for staying knowledgeable and up-to-date on all licensing requirements:

Children's Residential Facility/Home Licensees
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- Evaluator Manual (policies and procedures)
- Children's Residential Updates, Provider Letters and Information Releases
- Fingerprint Information
- Licensing Forms and Publications
- Contact Information for Children's Residential Program Regional and County Offices

We hope that the checklist is helpful to you. We encourage you to conduct your own reviews and to contact your Licensing Program Analyst if you have any questions about licensing requirements.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jo Frederick".

JO FREDERICK
Deputy Director
Community Care Licensing Division

Enclosures

TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP)

SELF EVALUATION

Licensees are required to meet all licensing laws and regulations critical to the health and safety of children in care. It is recommended that licensees routinely review their operations/living units to ensure that all licensing requirements are met. To assist with your review, Community Care Licensing has identified the most serious licensing requirements which, if not met, could jeopardize the health and safety of children in your care. If your review is done on a regular basis, it could prevent some of the most serious violations from occurring.

Facility Name:	Review Date:
Name of Reviewer:	

Regulation Sections		Provisions	Met	Not Met
1.	80010, 86010, 80020, 80022, 86022, 80024, 86024	THPP operates within the terms and limitations of the license including approval for remote site model		
2.	80019, 80019.2	Maintain criminal record clearances (DOJ, FBI, CAIC) for appropriate personnel and other residing adults		
3.	80020, 86020	Appropriate fire clearance maintained for THPP participants' living unit		
4.	80023, 86023	THPP has current written and mass casualty plan; and ensures that THPP staff and participants understand and are capable of implementing the plan		
5.	86030.5	A signed completed "Certificate of Compliance" for each living unit verifying it is adequate, safe, and sanitary		
6.	86031.5, 80061, 86061	Comply with all reporting requirements including, but not limited to: a list of all current living units, death, injury, or unusual incidents		
7.	80064, 86064	Administrator is qualified and fulfills responsibilities		
8.	80065, 86065, 86065.2, 86065.3, 86065.4, 86065.5	Have sufficient staffing and all personnel meet required qualifications and training including, but not limited to: first aid and CPR		
9.	80068, 80069, 86068.1, 86068.2, 86068.3, 80070, 86070	Participants have required records (updated and confidential) including, but not limited to: completed needs and services plan, medical and dental assessments, admission agreement		
10.	80072, 86072	Personal rights are ensured and not violated		
11.	86073	Telephone service is available and participant is aware of any procedures		
12.	80074, 86074	Vehicles are properly maintained and equipped with operating safety belts		
13.	80075, 86075	First Aid kit maintained and properly stocked		
14.	80076	Quality and quantity of perishable and staple food served is adequate		
15.	80087, 86087	Living unit is clean, safe, sanitary, and in good repair; firearms and weapons are not stored in the living unit		
16.	80088, 86088	Fixtures, furniture, equipment, and supplies are in good repair and provided		
Comments:				